

DELAWARE DEPARTMENT OF JUSTICE

JOB OPENING

Opening Date: October 19, 2018

Closing Date: November 2, 2018

SUPPORT SERVICES ADMINISTRATOR (FISCAL SUPPORT) PAY GRADE 15

Victim's Compensation Assistance Program (VCAP)

Located in New Castle County at 900 King Street, Suite 4, Wilmington, DE

Job Responsibilities and Duties:

In summary, this position provides **fiscal management** under the direction of the Executive Director of the Victim's Compensation Assistance Program. This position is responsible for developing, monitoring and implementing fiscal planning and budget evaluation, preparing financial reports, ensuring timely and accurate payments to vendors and fiscal management of federal grants.

Essential Functions:

- Analyze, reconcile and consolidate vouchers, records, journals, ledgers and statements.
- Monitor expenditures to ensure compliance with budgetary recommendations.
- Apply state accounting and auditing standards, methods and procedures to analyze and provide recommendations concerning the accuracy of accounting transactions, management controls and operating procedures.
- Develop cost projections based on past records and anticipated activities and make fiscally sound recommendations.
- Apply standardized accounting principles and practices.
- Provide federal grant administration, which includes preparing grant requests and completing required quarterly and annual reports.
- Monitor all budgetary accounts and records, and review reports and financial statements to determine the financial status of the organization.
- Review and approve payment vouchers.
- Monitor incoming revenue. make regular deposits and handle cash receipts.

Minimum Qualifications:

- Three years of experience in financial analysis which includes compiling, analyzing and interpreting financial data to ensure effective and efficient accounting of funds or to make projections for financial planning.
- One year of experience with federal grant administration.
- One year of experience in budget development and implementation, which includes developing a budget, analyzing financial data and making long and short range plans and projections
- Three years of experience in interpreting laws, rules, regulations, standards, policies and procedures.
- Knowledge of staff supervision, which includes the planning, assigning, reviewing and evaluating the work of others on staff.
- Experience with First State Financials.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.